



Title: Cleaning & Preventive Maintenance of Air Curtains

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1.0 OBJECTIVE:

1.1 To lay down the Procedure for Destruction of Calibration Failed Instruments, wherever applicable.

2.0 SCOPE:

2.1 This SOP is applicable for Preventive maintenance of Air Curtain.

3.0 RESPONSIBILITY:

3.1 Personnel of the concerned department shall responsible to ensure and carryout the Destruction of Calibration Failed Instruments as per procedure.

4.0 ACCOUNTABILITY:

- 4.1 Head - Engineering
- 4.2 Head - Quality Assurance

5.0 PROCEDURE:

- 5.1 Calibration for the instruments shall be performed and installed back at their respective places by affixing "CALIBRATED" status label.
- 5.2 Calibration if failed shall be adjusted further and if found with in the limits shall be installed back at the respective place by affixing "CALIBRATED" label.
- 5.3 Even after adjustment, if the calibration has failed, the instrument shall be sent to the vendor for its rectification.
- 5.4 If the instrument is rectified then it shall be installed back at its respective place (Flow chart given in Annexure – I)
- 5.5 If found, out of the limits even after the rectification then the instrument shall be destroyed as per the procedure described below.

▪ **DESTRUCTION PROCEDURE**

- 5.6 Inform the condition of the "to be destructed instrument" to the Engineering Department Head and QA department.
- 5.7 Enter the necessary details of the instrument in the destruction record as per Annexure-II.
- 5.8 Get the approval from the Department Head.
- 5.9 After the approval, dismantle the instrument into sub parts in presence of QA personnel.
- 5.10 The spare parts of the failed instrument if found reusable, can be used as spare to any other instrument /equipment.
- 5.11 During calibration, if any spare part of the instrument is replaced, then recalibrate the instrument and



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mention the same thing in the calibration certificate.

5.12 If the spare parts of the failed instrument can not be reusable then destroy the parts of the instrument by making into small pieces, and send to the scrap yard.

5.13 The identification number of the destroyed instrument shall be obsoleted.

5.14 The same number shall not be allotted to any other instrument.

5.15 The instrument, which is replaced with new one, shall be allotted with a new identification number.

5.16 The same shall be mentioned in the calibration certificate, in the destruction record, schedule and list of control instruments.

6.0 ABBREVIATIONS

6.1 SOP– Standard Operating Procedure.

6.2 QA – Quality Assurance.

7.0 ANNEXURE

7.1 Annexure - I Flow Chart

7.2 Annexure - II Destruction Record of Instruments.

CHANGE HISTORY

Supersedes SOP No.	Change Control No.	Changes made
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ANNEXURE – 1

FLOW CHART



